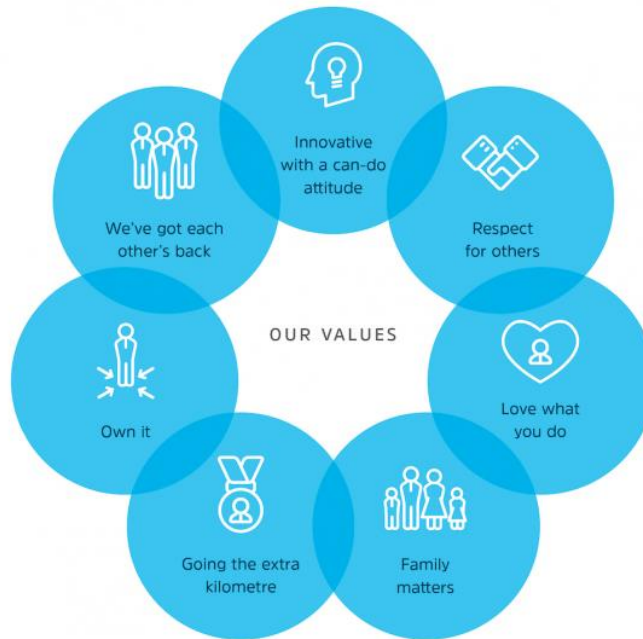


Draft Position Description

Position:	Project Manager
Reports to:	Regional Manager SOBS Wellington
Location:	Wellington
Group:	Switched on Building Solutions
Direct Reports:	Painting Supervisors, Maintenance Builders

Values:



Financial Authority to Act:

- Financial Authority (See Switched On Delegated Authorities Policy)
- Job time / materials must be at all reasonable cost up to \$10,000 without further consideration and approval from Regional Manager and Senior Quantity Surveyor
- Sign off variations after approval from client
- Signing contracts on behalf of SOPM up to \$2,000 after authorisation of Regional Manager
- Issue purchase orders to quoted budget or \$1,000

Decision Authority to Act:

- Undertake SOBS selection process within current FTE after consultation with direct manager. Reference checks and recommendation to Direct Manager.
- Undertake SOBS coaching and disciplinary processes to initial performance improvement plan – thereafter with support from HR and direct manager.
- Recommend salary increases for team to direct manager evidenced by completed performance review document
- Authority to request for drug and alcohol testing of individuals on site as set out under Switched On Drug and Alcohol Policy / procedures
- NO authority to dismiss.'

Position Description and KPI Acknowledgement

Your general duties include those outlined in this position description and may be reviewed and updated from time to time in consultation with you. You will also be required to undertake any other duties that are within your ability to perform, if asked to do so.

I have read, understood and agree to comply with the above position description and KPI's.

Employee Signature: |

Date: |

Key Performance Indicators – Functional Accountability Chart

Area of Accountability	Core Responsibilities and Typical Activities	Measurement of Performance
Purpose	The project manager is the lead role in planning, executing, monitoring, controlling and closing projects. You are accountable for ensuring that the project is completed within budgets and deadlines, with a focus on safety.	
Values	Demonstrates 'Switched On' values daily and is passionate about Enhancing Environments.	<ul style="list-style-type: none"> Adherence to the Switched On Values
Professional Development	Undertakes professional development required to meet expectations of role	<ul style="list-style-type: none"> Consistent with 1:1 and annual milestone achievements BHAG goals achieved
Leading and Managing Staff / Teamwork	<ul style="list-style-type: none"> Generate a collaborative, effective and positive work environment ensuring two-way communication channels are available Provide direction, technical guidance and shares knowledge Creates and maintains a culture of integrity in timesheet reporting, ensure staff have commitment to accurately recording time and with an understanding of the need to manage their time across the process Undertake annual performance reviews with team Coaches and supervises a highly effective team that is focused on achieving excellence and meeting or exceeding individual and organisational performance objectives Onboarding within HR processes Assist with the development of the company's current working operational procedures 	<ul style="list-style-type: none"> High Functioning, Positive, Productive and Confident Team Continuous Improvement opportunities Performance Reviews undertaken, feedback, coaching and training given Staff wellbeing monitored and reported Quarterly 'one on one' meetings documented All new staff inducted and onboarded fully in a timely manner Advice given is tailored to the audience to ensure understanding and engagement
Financial and Project Management	<ul style="list-style-type: none"> Takes responsibility for delivery of individual projects to a client – involves technical quality, budget and programme considerations Manages projects communication effectively including communication of project goals and work expectations Works with other managers to secure resource commitments to meet project needs 	<ul style="list-style-type: none"> All financial targets and budgets met All reports provided on time Providing information in a useful and detailed manner

	<ul style="list-style-type: none"> • Monitors time and cost information and ensure project profitability • Maximises chargeable hours • Completes project review 	
Client Communication	<ul style="list-style-type: none"> • Provide excellent customer service and information throughout the construction phase • Ensure clients are provided with regular updates on the progress of their job • Ensure all client queries are answered effectively, promptly and appropriately • Requests for variations, although not encouraged, are rapidly quoted and presented for approval • Be the primary point of contact for clients during construction / maintenance work 	<ul style="list-style-type: none"> • All Client Complaints / Issues resolved
Construction / Maintenance	<ul style="list-style-type: none"> • Provide and maintain a build programme for all projects using MS project • Ensure the project is started and completed on schedule • Ensure the project is completed to SOBS specifications and to the expected quality of workmanship • Ensure the client variations are delivered to the agreed time, quality and specifications • Programme all defects from hand over to be completed in a timely manner • Manage the day to day operational tasks of all SOBS carpentry staff, along with all sub-contractors, to ensure they adhere to the build programme and quality standards • Match time sheets to the build programme and check for accuracy • Confirm invoices with the Regional Manager are able to be approved for payment based on completed work • Use SOPM business systems as required • Providing proactive solutions to any issues regarding building / painting works and preparation of work schedules with strong emphasis on accurate programming and quality • Requests for variations, although not encouraged, are rapidly quoted and presented for approval • Deliverables for quality and timeliness met within project agreements 	<ul style="list-style-type: none"> • HNZN KPI's met • Maximises chargeable hours on completed projects i.e. productivity • Quality of projects maintained as part of completion process
Building Inspections / Compliance	<ul style="list-style-type: none"> • Book inspections when required, ensuring the job is ready to be inspected • Make sure all relevant documentation is on file in the SimPRO management programme and lodge the application for Code of Compliance at or near the time of the final inspection of the project if required • Complete job specific memorandum of works as "supervisor" for consented 	

	projects, if required, from time to time on projects.	
Reporting	<ul style="list-style-type: none"> • Provide weekly updates on the progress of all projects, outlining date started, delays to programme what caused this etc, and what has been put in place to meet programme end date • Attend operations / production meetings and provide feedback on current issues to project • Report regularly to the Regional Manager on customer satisfaction and or any potential construction issues that may cause delay, budget blowouts or payment issues with invoicing • Provide the earliest advice to clients, staff, sub trades and suppliers, of any anticipated variation • Assist in collecting, collating and reporting production performance of the build team individuals 	
Hand over to the Client	<ul style="list-style-type: none"> • Prepare all documentation for hand over • Complete final walk through with the client and list all defect items that will require rectification during the defects period • Make sure the property has been left in a tidy clean state 	<ul style="list-style-type: none"> • Positive feedback from Sales team / Clients
Other Projects	<ul style="list-style-type: none"> • Projects as discussed and agreed with senior management to enhance the future of Switched On 	<ul style="list-style-type: none"> • Recommendations are thorough and well researched
Health & Safety	<ul style="list-style-type: none"> • Champion Health and Safety to ensure the Policy and processes become part of daily practice • All Switched On Health and Safety policies and procedures are adhered to • Ensure SSSP is developed and on site prior to any work commencing • Ensure all people working or visiting sites are properly inducted and are aware of their obligations • Take no action or inaction that may cause harm in the workplace • Don't personally or ask anyone else to take unreasonable risks • Report all workplace accidents, incidents or near misses along with any potential workplace hazards in accordance with the Health and Safety team. • Seek advice or assistance where the safe method of completing a task is unknown 	<ul style="list-style-type: none"> • Health and safety priority to ensure self and others work safely. • Demonstrates and promotes positive attitude to safety, in line with Switched On health and safety policies and procedures • Actively seek out and pursue health and safety improvements • Actively report Incidents and Accidents within 24 hours of occurrence • Actively manage hazards and risks

Key Competencies

Skill / Technical Competencies	<ul style="list-style-type: none"> • Licensed Building Practitioner (status to be kept current at all times) • 5 years or more experience in the Building Industry essential • Professional attitude with a high energy level, comfortable performing multi-faceted projects in conjunction with day-to-day activities • Experience running multiple projects • Ability to read and work off detailed plans • Sound knowledge of NZ Building Codes and Council, Heritage requirements along with Compliance requirements • Sound knowledge and working understanding of NZ Health and Safety legislation • Works as part of team, consulting, providing feedback, sharing knowledge, working to meet common goal • Stamina and drive for success, the company's success and the opportunity for repeat business - Proactive not Reactive • Practised leadership skills with evidence of growing a team • Ability to build and sustain collaborative client relationships • Excellent communication skills. • Superior interpersonal skills including tactfulness, diplomacy, and persuasiveness • Proven computer skills with knowledge of data management software as well as Excel Spreadsheets, including MS Project • Planning / scheduling experience necessary • Working knowledge of accounts / invoicing procedures preferred • Resourceful, well-organised, highly dependable, efficient and detail oriented • Able to work well when under pressure of completion deadlines • Strong customer service ethic • Valid driver's license and good driving record
Behaviour Competencies	<p>Service Excellence</p> <ul style="list-style-type: none"> • Demonstrated Service Excellence Orientation <p>Working Together</p> <ul style="list-style-type: none"> • Contributes towards and encourages our people to think and behave in ways that meets common goal • Has a clear understanding and supports divisional business priorities <p>Administrative Efficiency</p> <ul style="list-style-type: none"> • Strong written and verbal communication skills • Accurate with strong attention to detail • Organisational skills • Process driven <p>Personal Effectiveness</p> <ul style="list-style-type: none"> • Ability to manage and motivate yourself to deliver results • Initiative, enthusiasm and ability to work without direct supervision • Conflict resolution and negotiation • Well-developed and proven judgement and problem-solving skills • Reputation for reliability and honesty <p>Planning and Organising</p> <ul style="list-style-type: none"> • Excellent Time management • Able to work well when under pressure of completion deadlines <p>Understanding Switched On</p> <ul style="list-style-type: none"> • Understands our group of companies, our objectives, partners, customers, systems and processes and the opportunities for sales. They incorporate and understand the values of Switched On by focusing on the development of our business with capability attraction and retention from a commercial perspective